

PROCEDURE REFERENCE : FmHA Instruction 2045-GG.
 PURPOSE : Separating a Probationary Employee.

UNITED STATES DEPARTMENT OF AGRICULTURE
 FARMERS HOME ADMINISTRATION
 (Location)

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

FOR OFFICIAL USE ONLY

Mr. _____
 Clerk-Typist
 Farmers Home Administration
 Anywhere, Anystate 00000

Dear Mr. _____:

Under Office of Personnel Management (OPM) regulations, an employee who receives a career-conditional appointment is required to serve a 12-month probationary period. The probationary period provides the Agency the opportunity to determine if the employee's work performance or conduct during this period fails to demonstrate his/her fitness or his/her qualifications for continued employment. The OPM procedures require that action be initiated to separate an employee if it become apparent, after a full and fair trial, that his/her conduct, general character traits, or capacity are not such as to fit the person for satisfactory service.

As you know from discussions with your supervisor _____ and my letter of (date), there are a number of reasons why we feel that you are not measuring up to the requirements of your position as (name of position). (Give reasons why employee is not measuring up.) It is these deficiencies that make it necessary for me to terminate your appointment with FmHA. Your separation will be effective (date). (Final date must be prior to the final work day of the probationary year.)

Mr. _____

Under OPM regulations, you may have a right to appeal your separation to the Merit Systems Protection Board (MSPB). The appeal must be based on your showing that this action was based on unlawful partisan political or marital status discrimination. Such an appeal may be made in an affidavit or on the enclosed MSPB Appeals Form. An appeal should be sent to the MSPB within 20 calendar days after the effective date of this action. It should be addressed to the Merit Systems Protection Board, (insert complete mailing address of MSPB in the servicing region). A copy of the MSPB regulations is also enclosed.

Sincerely,

(Name)
STATE DIRECTOR

Enclosures

Reference: FPM & DPM Chapter 315, Subchapters 8
Part 315, Title 5, Code of Federal
Regulations
Personnel Letter No. 315-4 (3-26-79)
FmHA Instruction 2054-II
FmHA Instruction 2045-GG